

Requirements of a Church Committee Volunteer Member

We are all unpaid volunteers and this is greatly appreciated by the community. Without volunteers the Church, School, Hall and Community administration could not function. However, there are certain basic requirements expected of all volunteers on the Church Committee to ensure the smooth running of Church and Community affairs, under the overriding umbrella of the Charitable Trust. Accordingly, all volunteers:-

1. Must act at all times for the benefit of the Greek Orthodox Community of Bristol Charitable Trust.
2. Must not have a criminal record or have been convicted of a criminal offence.
3. Must have sufficient spare time to fulfil their obligations and duties as committee members.
4. Must comply with all requests, requirements or instructions of the Archdiocese and the Trustees of the Greek Orthodox Community of Bristol Charitable Trust.
5. Should attend at a minimum of 80% of committee meetings\*(ie. 8 out of 10 meetings). Meetings should be in person except in exceptional circumstances The Trustees may terminate voluntary service where they deem a volunteer does not attend sufficiently.
6. Are encouraged to attend church services.
7. Must be capable of and able to take on and discharge the duties of a specific position/role (eg. Deputy Chair\*\*, Secretary, Treasurer, Property Manager, Health/Safety/Risk Co-Ordinator, Fire/Security Alarm/Lighting Lead or specific project lead (eg. Arrange or assist at the summer fete, Pre-Lent Meat Feast, VIP visits or during Easter week etc) for the Committee
8. Should assist at and attend community social & cultural events\*.
9. If required, must attend a Committee organised fire marshal's course and attend further training courses required of committee members. Should attend church services as a Duty Fire Marshal when required by agreement.
10. Must conduct themselves appropriately and professionally at all times. They must respect the opinions of other Committee and Community members and always ensure they are an example to all and do nothing to bring or potentially bring the Church, the Committee, the Trust or the Community into disrepute, in the opinion of the Archbishop OR the Trustees.
11. Accept there is no employment or payment for services or reimbursement for expenses incurred.
12. Are accepted for the duration of the 2 years from the date they join the Church Committee until a new Committee takes over. They may resign at any time upon giving notice to both the Chair and the Secretary.
13. Must not disclose any confidential information or materials that they may have access to.
14. Agree to abide by these requirements by signing a copy of this policy.

NB.

1. Basic volunteer liability insurance is provided by the Trust, subject to policy restrictions.
2. The Trustees reserve the right to immediately remove any Church Committee volunteer who breaches any of these requirements, at any time.
3. Committee volunteers are bound by the Trust's Policy on conflicts of interest & other policies.
4. To prevent conflicts of interest, the Chair and Vice Chair cannot be related to any Trust employee.

\*Further absence subject to good reason can be authorised by the Trustees. If unable to attend, apologies must be notified to the Committee Chair and Secretary prior to the meeting or event.

\*\*the Chair of the Committee will always be a Trustee.

The Trustees of the Greek Orthodox Community of Bristol Charitable Trust (Jan 2024)

I, ..... have read the above and confirm I agree and will abide by the requirements set out.

Signed:..... Dated:.....